Boulder Parks & Recreation

Park Event Planning Guide

3198 Broadway, Boulder, 80304 | 303-413-7222

Welcome

The City of Boulder, Department of Parks and Recreation is proud to host a variety of Special Events that contribute to the individual, social, economic and environmental health and well-being of the community. The City of Boulder offers many public parks that can be used as the site for your special event.

This packet is intended to help you better understand the special event permitting process and provide tips that will facilitate your special event planning. The City of Boulder is committed to supporting quality special events throughout the community. If you are planning a first-time event, or simply making venue or programmatic changes to an annual event, give us a call before you complete your event plans. City staff members have valuable experience with hundreds of events and want to see yours succeed. Whether you are wondering about the availability of a venue, or seeking technical assistance, a preliminary conversation with City staff may help you save valuable time and provide you with initial guidance in the development of your special event plan.

After you have developed your special event plan, submit your Park Event Permit Application and any supporting documents including a site plan for the event to the City of Boulder. Once you have submitted your application a representative from the City of Boulder will contact you and serve as your primary point of contact for the processing of your permit. This person will review your permit application and notify you if your event requires any additional permits, licenses, or requires a logistics meeting.

On behalf of the City of Boulder we thank you for contributing to the spirit and vitality of our city through the staging of your event. Best wishes for a successful event!

What is a Park Special Event?
A Park Special Event is an activity taking place in a park by an organized assembly of more than 50 people that meets one or more of the following conditions:

- Event is open to the public;
- Alcohol sales;
- Amplified sound (excluding announcements and boom boxes);
- Includes a tent larger than 400 square feet.

Park Event Permit Application
If your planned activity meets the special event definition, you must submit a completed Park Event Permit Application at least 120 days prior to the event and no more than one year in advance of your proposed event date. Applications are accepted on a first-come, first-served basis. Incomplete applications will not be accepted and will delay processing which could affect the availability of your preferred event date or location.

After reviewing your completed application, your assigned representative will give you conditional approval to market and advertise your event. Acceptance of your application by the City of Boulder is not a guarantee of the date or location nor automatic approval of your event. Please ensure that you have conditional approval before you market or advertise your event. Once you have met your permit requirements and paid permit fees, you will be issued a Park Event Permit.

Please contact the Department of Parks and Recreation at (303) 413-7222, or jacksont@bouldercolorado.gov with questions or to schedule a preliminary meeting to discuss your event plans. Fees and requirements may be quoted, but not confirmed until the application is received and reviewed.

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ACCESSIBILITY

As an event organizer, you are required to comply with all Federal, State, County and City ADA laws applicable to your event per the Americans with Disabilities Act. All event venues, structures and activities shall be accessible to persons with disabilities. If a portion of your event cannot be made accessible, an alternate area must be provided with the same activities that are in the inaccessible area. This area must include signage indicating that it is an ADA accessible area. You need to consider the following access as you plan your event: first aid, information center, parking, clear paths of travel (to and from, and inside the event), restrooms, seating, signage, drinking fountains, phones, transportation and access to vendors. If all areas are not accessible, directional signage or a map or program must be provided to attendees indicating the location of accessible restrooms, parking, drinking fountains, phones, etc. Compliance with the Americans with Disabilities Act and any and all amendments to the act shall be the sole responsibility of the applicant. The applicant agrees to defend and hold the City harmless from any expense or liability arising from the applicant's non-compliance. For more information about the Americans with Disabilities Act and compliance at events, please visit www.ada.gov.

ADVERTISING

Please ensure that your Park Event Permit Application has been approved by the City before you promote, market or advertise your event. Conditional approval will be made after the event organizer submits the application and it is initially screened by City staff. Acceptance of your Special Event Application by the City is neither a guarantee of the date or location nor an automatic approval of your event. The event organizer must complete the application requirements entirely before the City will issue a Park Event Permit. Event organizers advertising an event or collecting registration fees prior to the issuance of an approved permit; do so at their own risk.

ALCOHOL

If alcohol will be sold or served at your event you must obtain a State of Colorado, Special Events Alcohol Permit. This type of permit is only available to non-profit organizations. An application must be submitted in a pre-scheduled in-person meeting with the City of Boulder, Licensing Clerk, at least 30 days prior to the event date. The following rules apply:

- The serving and seating area must be completely fenced, and all exits and entrances must be staffed during serving period;
- At least two marshals, at least 18 years of age, wearing brightly-colored vest at each point of ingress/egress at all times alcohol is served;
- Servers must be TIPS certified;
- All alcohol must be consumed within the beer garden.

Fence height and the use of off-duty police officers will be determined on case by case basis. Event size, scope and history will be taken in to account. For more information please contact the City of Boulder, Licensing Division at (303) 441-3010.

AMPLIFIED SOUND

The amplified sound associated with outdoor activities shall commence not earlier than 7:00 a.m. and shall be terminated no later than 11:00 p.m. Some venues have reduced hours in which amplified sound is permissible. This is based on the location of the venue and type of operation.

It is unlawful for sound to exceed 65 dBA from the property line during an event. If a complaint is received, the Boulder Police Department may respond.

BANNERS AND PROMOTIONAL SIGNS

Temporary signs can be the most colorful and cost-effective way of promoting your special event. Banners and signs may be placed on public property to promote your event with prior approval.
The following rules apply:

- Sign design and placement locations must be approved by the Department of Parks and Recreation;
- Only one sign per street frontage will be permitted;
- Sign must be set back ten feet from any property line adjacent to a street;
- Signs maybe posted no more than 10 days before an event and must be removed immediately after;
- The maximum banner or freestanding sign size is 50 square feet;
- Maximum height for banners or free standing signs is 7 feet;
- Banners must be firmly attached on at least all four corners.

For more information please contact the City of Boulder, Zoning Enforcement Office at (303) 441-3239.

BOULDER CREEK PATH

The Boulder Creek path is not available for competitive or exclusive use. Events such as fun runs or walks which impact safe use of the Boulder Creek Path by the general public require a permit and must abide by rules of the road. Permit approval will be considered based on:

- Impacted bike path areas
- Number of participants
- Scope of event
- Number of approved events in area

BOULDER RESERVOIR

Boulder Reservoir is a 700-acre, multi-use recreation and water-storage facility, owned and managed by the City of Boulder and operated as a water supply by the Northern Colorado Water Conservancy District. It Popular recreation activities at the reservoir include boating, swimming, sun bathing, water skiing, fishing, picnics, walking, running, cycling and wildlife viewing. Things to consider when requesting the Boulder Reservoir for an Event:

- The Boulder Reservoir will not issue Special Event Permits on Memorial Day, Independence Day, or Labor Day;
- All tents and spectators must be kept away from natural areas as indicated by Reservoir staff to minimize the impact;
- If any part of your event is taking place on the water, you must work with the Reservoir Water Safety team to devise a plan and to understand the costs involved;
- If your proposed event location or route will include county roads, submission of a Boulder County Special Event Permit application is required;
- In order to use the Feeder Canal per the Northern Colorado Water Conservancy District (NCWCD), and the City of Boulder Water Quality Department event organizers must first receive written permission from Northern Colorado Water Conservancy District;

- No animals or pets are permitted at events. Event staff must be available to advise arriving spectators and participants of this rule, unless the event has an approved animal component in the permit. Applicant may be required to provide a screen shot of the website and other notifications to ensure participants and spectators leave their animals at home for the health and safety of both pet and participant;
- Glass is absolutely prohibited at the Reservoir. The applicant is responsible for ensuring that all participants, vendors, staff, and volunteers adhere to this restriction. This includes trophies, giveaways, etc;
- The Reservoir will allow free access to applicant's staff, volunteers, vendors and any other personnel so designated during the event, set-up and take down. The applicant is responsible for providing all event staff, volunteers and vendors with passes. During peak season (Memorial Day – Labor Day), all spectators wishing to view the event will be charged the daily per person gate fee unless other arrangements are made with Reservoir Manager or designee;
- Gate Fees: Adults: $6.25 per person, Youth: $3.75 per person, Senior: $4.25 per person
  Between Labor Day and Memorial Day spectators will be charged a $5 per car fee. You are required to email participants of this fee and post information on your website. You are required to provide a screen shot of your website page with this information.

CANCELLATION POLICY
All cancellations must be submitted in writing. If, the City of Boulder cancels the event due to unforeseen circumstances all fees will be refunded to applicant. If the applicant cancels:
Within 29 days of the event it results in forfeiture of 100% of the deposit.
Within 30+ days from the event it results in forfeiture of 50% of the deposit.

DEPOSIT
Applicants are required to pay a security deposit to cover the cost of cleanup, or damage incurred as a result of an event. Refunded deposits are issued 15-30 days following the event.

ELECTRICITY
All extension cords must be properly grounded, secured and covered to avoid creating a trip hazard.

FEES
Once the event application is approved and permitted, the applicant will be legally responsible and financially liable to City of Boulder for all fees and costs associated with the overall organization, management, and implementation of the event and related activities. Event Fees are assessed in three (3) phases:

Phase One: Application Fee and/or Deposit
Due with event application, deposit is refundable after successful completion of the event and payment of final invoice.

Phase Two: Facility Use and Amenity Fees
Due prior to issuance of Park Event Permit.

Phase Three: Payment for staffing fees plus any damage replacement costs
Due within 30 days after receipt of final invoice.

FENCING

Fenced area refers to any event, or area within the event, that is closed off by temporary fencing.

- Occupancy: The Fire Department will set occupancy load if expected attendance is over 50.
- Number of exits: The number of exits shall be in addition to the main entrance. Three exits shall be provided when the site accommodates from 1,000 to 3,000 persons. Four exits shall be provided when the site accommodates more than 3,000 persons.
- Exit spacing: Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 ft. of travel from the next exit.
- Exit width: Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Exit staffing: Each exit shall have a marshal assigned to it. The event promoter shall provide a gate assignment roster upon request.
- Exit sign/marking: Each emergency exit shall have a white background with contrasting red letters. Exit signs shall measure 18 x 24 inches. Sign lettering shall measure 12 inches in height. Signs shall be placed at the top center of the exit panel.

For more information on fence requirements please contact the Boulder Fire Department at (303) 413-3348.

FILM AND PHOTOGRAPHY PERMITS

Commercial and professional photography and videography at all city parks and recreation facilities requires an approved permit prior to shooting. Please allow at least 14 days prior to proposed shoot date for processing.

For more information please call the City of Boulder, Department of Parks and Recreation at (303) 413-7221.

FOOD BOOTHS

Event coordinators must apply for a License for Temporary Events through the Boulder County Public Health Department at least 10 days prior to the event identifying food vendor that will serve food or beverages at the event.

- Vendors planning to serve at a temporary event must obtain a license to operate as a Temporary Retail Food Establishment even if the vendor currently has a retail food establishment license. Vendors must obtain a license and attach a copy of it to the vendor application when submitting it to the event coordinator.
- Only mobile food vendors who are licensed by City of Boulder may participate in your event. Please inquire for a list of currently licensed mobile food vendors. A mobile food vendor is defined as a retail food establishment that is a wheeled vehicle or trailer that is readily moveable and is intended to operate for servicing.

The Fire Department reserves the right to evaluate food preparation safety issues on a case-by-case basis, and to require necessary adjustments in the interest of public safety. Representatives may be present during the set-up period prior to the event, and will make occasional tours of food preparation. The

following guidelines were established to create a safe environment for food vendors and the public during outdoor events in the City of Boulder:

- All tents and canopies must be constructed of flame retardant material and be properly anchored to prevent collapse under inclement weather conditions;

- Vendors must maintain at least three (3) feet of vertical and horizontal clearance from open flames and/or cooking grills to combustible materials (especially the canopy itself) at all times;

- Portable LPG (propane) tanks must be located at least ten (10) feet from the tent or canopy and be secured in an upright position to prevent tipping over. Tanks must also be stored in an area inaccessible to the public to prevent tampering or accidental contact with tanks, piping, hoses etc.;

- Non-commercial charcoal grills (especially kettle type grills) must be well stabilized, of suitable construction and be located or shielded in a manner to prevent the device being blown or tipped-over and to preclude accidental contact by the public;

- Cooking and/or heating equipment must not be located within 10 feet of required exits or decorative materials;

- Each food vendor using heat-producing cooking equipment must provide an ABC-type portable fire extinguisher with a minimum 40-B rating. A "K-class" extinguisher is acceptable;

- Cooking equipment, including charcoal or gas grills, open flame burners and other heat-producing equipment must be arranged so as to preclude close contact by the public, especially the need to reach over cooking equipment for any reason

For information on County requirements please contact the Boulder County Public Health Department at (303) 441-4339. To contact the Boulder Fire Department please call (303) 441-3348.

GENERATORS

- Location: Portable Generators should be placed in an area where attendees are unlikely to come into contact with them, and be placed at least 10 feet from any combustible materials. Generators shall be located a minimum of 20 feet from tents or canopies;
- Refueling: When refueling a portable generator, you must wait until the generator cools, and then refill it from a self-closing safety can;
- An ABC-type portable fire extinguisher with a minimum 40-B rating with a current Fire Marshall tag attached must be on-hand and easily accessible at all times. A "K-class" extinguisher is acceptable.

For more information please contact the Boulder Fire Department at (303) 441-3348.

HEATERS

A propane heater may be used for outdoor areas with the following restrictions:

- It must be located at least 20 feet from any combustible materials;
- It must be securely attached to the ground;
- It can not hold more than seven gallons of fuel;

- An ABC-type portable fire extinguisher with a minimum 40-B rating with a current Fire Marshall tag attached must be on-hand and easily accessible at all times. A “K-class” extinguisher is acceptable;
- An unvented kerosene or similarly fueled heating appliance cannot be used within a room, building or tent.

For more information please contact the Boulder Fire Department at (303) 441-3348.

INSURANCE

General liability insurance coverage, in the amount of $1 million per occurrence with a $2 million aggregate, must be acquired before an event and maintained throughout the duration of the event, including set-up and dismantle periods.

- The standard proof of insurance is the ACORD certificate form. Coverage verification provided on an insurance company's certificate form is also acceptable.
- The name of the insured, the insurance carrier, the policy number and coverage limits must be stated on the certificate of insurance as well as the effective and expiration dates for the coverage.
- The City of Boulder must be named as Additional insured. The additionally insured language should read: “The City of Boulder is named as additionally insured as respects General Liability and Automobile Liability. A waiver of Subrogation in favor of the City of Boulder applies to Workers Compensation”.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable.
- The certificate of insurance must be filed with the Department of Parks and Recreation Department ten (10) working days before the event.
- Certificate Holder name and address:
  City of Boulder
  3198 N Broadway
  Boulder, Co 80301

MAPS (SITE/ROUTE)

An event site plan and route map must be submitted with your event application. The site plan is a visual representation of all event infrastructures, operational elements and amenities used during the event. The activity route map is a visual description of all moving routes, activity and spectators paths of an event within the park and surrounding boundaries. Primary site plans and route maps should be computer-generated using scaled drawings and measurements to depict the components of the proposed event.

- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.
- Site plans and route maps must be clearly labeled and include the names of all roads and areas that are part of the proposed event; including auxiliary parking and production areas.

Maps and Plans should clearly indicate:

- All access routes, removable fencing, exit locations, staging and spectator areas;
- All tents, canopies, production areas, registration, food and beer gardens;
- All fixed fencing, barricades, spectator/participant flow and directional signage along routes;
- All event marshals locations and responsibilities;
- All portable restrooms and sinks;

- All zero waste receptacles and dumpsters;
- All vehicles, trailers and shuttle areas for employees, volunteers and vendors;
- All parking, accessible parking, drop-off, and shuttle areas for participants and spectators;
- All medical and first aid facilities/vehicles and a minimum 20' emergency access lane;
- All generators, PA system(s), announcer and direction of all speakers;
- And any related infrastructure components or activities included in the event application.

MEDICAL PLAN

Based on the size and scope of your event you may be required to provide a Medical Plan. It must describe all the types and locations of the medical facilities and staff that that will be provided for the event. Each event is unique in its size, type, duration, and location; therefore, your medical plan should respond to all anticipated needs.

On-site emergency medical assistance from AMR emergency services may also be required. If, required the applicant must contact AMR special event coordinator at least 30 days in advance. AMR must be on site at least 30 minutes prior to start of event.

NOTIFICATION

An Event can change the normal flow of residential or business activity causing a negative impact to the community. As the event organizer, you are required to notify residents and businesses that will be impacted by your event. The City of Boulder will determine the minimum notification area and the type of notification (mailers, flyers, signage or a combination) that is required to obtain a Park Event Permit.

PARKING

When planning your event it is important to consider the impact your event will have on parking in the area. In some cases, a Transportation Plan will be required if the venue cannot accommodate the number of anticipated attendees. If a Transportation Plan is required, you will be required to identify City owned or private parking lots that will be utilized, a shuttle plan, the use of public transportation, ADA accessible parking provisions and/or special parking requests.

If you wish to reserve parking for your event you must contract with the Parking Service for the use of parking officers. Requests for parking service officers must be made 30 days in advance of the event. It is the responsibility of the event coordinator to post the required signs at least 24 hours in advance in a metered or pay station area. Other areas require signs to be posted at least 72 hours in advance.

For more information on reserving parking for your event, please contact Parking Services at 303-413-7300.

PRODUCTION MEETING WITH THE FACILITY MANAGER

After confirming site and date availability, the applicant may be required to schedule a production meeting with the Facility Manager. Facility Managers holds meetings throughout the year with event organizers for the purposes of pre-event planning, coordination and discussion of any needs or issues unique to an event or activity.

During the production meeting the applicant should be prepared to present specific event plans, routes and activities for discussion. The Facility Manager will provide direction for any revisions and preliminary logistics confirmation for the final event application and supporting documents.

RESTROOM FACILITIES

Depending on the duration of your event and the availability of public restrooms, you may need to rent portable chemical toilets to accommodate participants. The City of Boulder requires one (1) chemical toilet for every 100 people, or portion thereof. In addition, ten percent of restroom facilities must be accessible by people with disabilities. No less than one (1) accessible toilet will be required for each event. The number of toilets required is based upon the maximum number at your event during peak time. Bathrooms must be on an approved hard surface such as concrete, asphalt or plywood.

SALES TAX

Event organizers are responsible for the collection of sales and admissions tax. If, tax is collected by a vendor the Finance Department must authorizes self-pay for any licensed vendor.

For licensing information and procedures for collection and remittance tax please call the Finance Department at 303-441-3050.

SECURITY

The applicant must provide a safe and secure environment for the event, staff, volunteers, participants and spectators at all times. This is accomplished through planning and anticipating any potential problems or concerns related to the event activities and surround environment. In some cases, the hiring of officers from the Boulder Police Department, the use of Marshalls, or a combination of both may be required by the City in order to obtain a Special Event Permit. The Boulder Police Department determines the need, number, and type of security personnel based on the following:

- Expected attendance
- Location of the event
- The presence of alcohol
- History of the event
- Nature of the event
- Street closures
- The amount of advertising used for an event

For more information please contact the Boulder Police Department at (303) 413-7300.

STORMWATER PROTECTION

Water can flow from your event site, through storm drains, directly to creeks without any treatment. Stormwater can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. Do not dump any liquids or other materials outside. Materials that are no longer contained in a pipe, tank, or other container are considered to be “threatened discharges” to stormwater unless they are actively being cleaned up. Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal. As an event coordinator, your organization can be liable for any stormwater violations. These violations could result in fines of up to $25,000 per violation. The objective in stormwater protection is that only rainwater and snow melt go down the storm drain.

For more information on stormwater protection contact the Partners for a Clean Environment (PACE) Program at (303) 786-PACE.

STREET CLOSURES

There are three (3) types of street closures: 1) hard street closures, 2) rolling street closures and 3) lane closures. If your event requires a street closure a barricade and detour plan will be required. You must hire a certified traffic control supervisor to write your plan and be on-site during the event to ensure plan requirements are met.

All businesses and/or residential property owners or lessees within the street closure shall give their acknowledgement in writing to the person or organization seeking the permit. You must obtain a minimum of 80% approval from these individuals for your application to be considered.

For more information please Community Vitality at (303) 413-7301.

TENTS/CANOPIES *(ALSO SEE VENDOR BOOTHS)*

Tents that are larger than 200 square feet and canopies that are larger than 400 square feet that are enclosed on one or more sides must be permitted and inspected by the Planning and Development Services Department. If, the tent is open on all four sides the maximum size acceptable without a permit or inspection is 700 square feet. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet is 700 square feet.

Locations of all tents and canopies must be approved to prevent structures from interfering with irrigation lines, emergency access and public right of ways. All Tents and Canopies must be properly grounded and secured to withstand high winds and sudden micro-bursts.

For more information please contact Planning and Development Services at (303) 441-4356.

TRANSPORTATION PLAN

Based on the location and scope on your event you may be required to provide a Traffic Management Plan. An important part of the event planning process includes the safe arrival and departure of event attendees, participants and vendors. A transportation plan addresses all traffic flow associated with an event and the impacted area of an event. The plan describes how traffic, parking, bicycle and pedestrian flow will be managed on the day of the event. It also includes operation strategies for managing background traffic within the local and regional area impacted.

Use of event signage, safety equipment and traffic control devices must be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD). In instances where a particular sign, safety equipment or traffic control device is not defined in the MUTCD, the principals of the MUTCD should be applied to the design of the sign, safety equipment or traffic control device. This information should be used in preparing your transportation plans as well as your barricade and signing plans.

TRASH DISPOSAL/ZERO WASTE

You must properly dispose of waste and garbage throughout the term of your event and immediately upon conclusion of the event the area must be returned to a clean condition. If you, as an event organizer, set a

standard of leaving the event site better than you found it, you can have a highly beneficial impact on the Boulder community and establish a good reputation for your event in the future.

The City of Boulder requires all events held on public property to be zero waste. The goal at a Zero Waste Event is to plan ahead and distribute only materials that are recyclable or compostable (not materials that will be sent to the landfill). A Zero Waste goal is simple to attain if you plan the materials you will be providing to the public ahead of time. Events should have a 65% waste diversion rate. Your event plans must include a three-bin container system for recyclables, compostable products and trash. For more information regarding Zero Waste, please call 303-441-1927.

VALMONT BIKE PARK

Valmont Bike Park (VBP) is a 42-acre natural-surface cycling facility with a "skill progression" design that serves all ages, abilities and riding styles. This design allows riders to improve their riding skills as they work their way up to advanced-level single track, slopestyle, dirt jumps and cyclo-cross elements throughout the park.

VBP offers miles of trails and dozens of features for several off-road cycling disciplines. This unique bike park was designed for day-to-day recreational use, program use and as a venue for races and events. Things to consider when requesting the Valmont Bike Park for an Event:

- Accommodation for emergency response must be provided at all times. Valmont Bike Park has an existing Emergency Access Plan that should be adopted by the event. This plan is currently approved and on file with all Emergency Services. All access points using barricades and similar structures must be staffed at all times and must be movable to accommodate emergency access. In some cases event marshals must maintain internal radio contact to facilitate immediate access to event areas.
- Events, participants and spectators may not use, access, swim, fish or contaminate the irrigation ditches or pond in the Bike Park in any manner. Any use by the event, participants or spectators will lead to $200 fine per incident in addition to any necessary repairs.
- No animals or pets are permitted at events. Event staff must be available to advise arriving spectators and participants of this rule, unless the event has an approved animal component in the permit. Applicant may be required to provide a screen shot of the website and other notifications to ensure participants and spectators leave their animals at home for the health and safety of both pet and participant;
- Glass is absolutely prohibited at the Valmont Bike Park. The applicant is responsible for ensuring that all participants, vendors, staff, and volunteers adhere to this restriction. This includes trophies, giveaways, etc
- At least two weeks prior to the event, the applicant must distribute flyers to all affected residents and tenants showing the approved date, times, event route, street closure hours and areas designated for assembly and dispersal of participants. Additionally, event signs must be posted throughout the park at least one week prior to the event. All notification material must receive distribution approval.

VENDOR BOOTHS

Vendor booths are usually similar in construction to food booths, but are meant for retail sale of non-food items. The following Fire Department regulations apply for canopies less than 400 square feet in size:

- Booths, canopies, or small tents used for food booths cannot exceed 70 feet in continuous length without a 12-foot clearance between structures;
- No open flame devices may be used within a vendor booth;
- See Tents/Temporary Structures for information on tents over 200 square feet.

CITY OF BOULDER
FEE SCHEDULE

Parks and Recreation Fees (all fees are per day)

General Parks		
Park Special Event (50 – 351 attendees)	$300	
Park Special Event (351 – 3,000 attendees)	$900	
Park Special Event (3,001 – 10,000 attendees)	$1,050	
Security Deposit	$200	
Specialized Facilities		
Civic Area		
Bandshell Special Event (50 – 350 attendees)	$300	
Bandshell Special Event (351-3,000 attendees)	$900	
Park Special Event (50 – 351 attendees)	$300	
Park Special Event (351 – 3,000 attendees)	$900	
Park Special Event (3,001 – 10,000 attendees)	$1,050	
Security Deposit	$200	
Application Fee and Security Deposit for Valmont Bike Park and Boulder Reservoir		
Non-refundable Application Fee	$100	
0-299 Participants (Deposit)	$500	
300-999 Participants (Deposit)	$1,500	
1000-1999 Participants (Deposit)	$2,500	
2000+ Participants (Deposit)	$3,500	
Valmont Facility Use Fees		
Entire Bike Park, Plaza and Parking Lots	$7,500	
West Parking Lot	$500	
South Parking Lot	$800	
Park Plaza	$750	
Slopestyle (SS) Course	$600	
Dual Slalom (DS) Course	$600	
DS Start Gate	$300	
Large Pump Track	$500	
Small Pump Track	$500	
Large Dirt Jump Course	$600	
Glades Mtb Course	$600	
Corkscrew Course	$600	
Boulder Reservoir Facility Use Fees		
	May - September	**October - April**
Beach	$400	$200
West Grass East	$300	$150
West Grass West	$300	$150
Pro Hill East	$400	$200
Pro Hill West	$400	$200
Lakeshore	$350	$175
Dream Cove	$350	$175

Beachview	$400	$200
Concession Hill	$400	$200
Concession deck	$400	$200
Chandler	$400	$200
Marina Hill	$400	$200
Cottonwood Cove	$400	$200
Sunset	$400	$200
Sunrise	$400	$200
Sailors Point	$400	$200
Hobie Haven	$400	$200
Main Parking Lot	$500	$250
Half Main Lot	$250	$125
Triangle	$300	$150
South Overflow Lot	$200	$100
North Overflow Lot	$200	$100
Water inside of no wake area or impact to general users	$50/hr	$50/hr
Closure of water area outside no wake area or impact to general users	$150/hr	$100/hr
Bathrooms	$200	$200
Concession Room	NA	$200
Boulder Reservoir Rental Amenities and Staff Fees		
	Daily Price	**Quantity Available**
20 x 20 Canopy	$250 ea	18
20 x 30 Canopy	$300 ea	5
Show mobile (additional deposit required)	$800	1
Picnic Tables	$18 ea	56
Serving Tables	$13 ea	8
Charcoal Grill	$40 ea	7
Generator (includes one gas refill)	$100 ea	2
Dunk Tank	$250	1
Fire Extinguisher	$10 ea	15
Ice Tub (Large)	$20 ea	8
Ice Tub (Small)	$10 ea	8
Water (if you require water to fill pools, tubs, bottles, etc.)	$25 - $50	
Small craft boat rental	$10/hr/boat	
Water safety staff (each staff is billed 30 minutes prior to warm up and 15 minutes after last person is out of water)	$18/hr/person	
Boat use for water safety (each boat is billed an additional hour for set-up and take-down)	$50/hr	2
Jet Ski for Water Safety (each Jet Ski is billed an additional 30 minutes for set-up and take-down)	$25/hr	2

Fee for on-site Staff	$20/hr	
Fee for after hours on-site Staff	$50/hr/person	
Parking crew (1 crew required for 500-800 participants, 2 crews required 800-1,500 participants, 3 crews required for over 1,500 participants.)	$350/crew 3 hrs	
Clean up fee (3 hr minimum)	$40/hr	
Loader/Tractor Use	$85/hr	1
Electrical Board	$100/day	1
Set Race Course	$20/hr/person	
Snow removal (specific to event)	$20/hr/person	
Boulder Reservoir Per participant Impact Fees		
Per participant impact fee is based on size, scope and time of year event is taking place.	$1.50	
	$2.50	
	$3.50	
	$4.50	

Police Department Fees

Off Duty Officer: $45 per hour (3 hour minimum)
Off Duty Sergeant: $55 per hour (3 hour minimum)

Finance Department (Alcohol)

Beer, Wine & Liquor Fees
Application Fee, 250 people of less: $50
Application Fee, 250 people or more: $100

All fees effective January 1, 2016. All fees are subject to change.

Business' Insurance Broker

Sample Certificate of Insurance

ACORD
PRODUCER

CERTIFICATE OF LIABILITY INSURANCE

Date (mm/dd/yy) 08/01/00

Agency Manager, Inc.
2500 Bond Street
University Park, IL 60466

THIS CERTIFICATE IS ISSUED AS A MATTER IF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEN, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Name of Insured (it should match the name as written on application)

Phone No. 800-999-5368

NSURED Valet Business
123 Main Street
San Francisco CA 45678

COMPANIES AFFORDING COVERAGE

COMPANY A	Blue Sky Insurance
COMPANY B	
COMPANY C	
COMPANY D	

COVERAGES

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAME ABOVE FOR THE POLICY PERIOD INDICTED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THE CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Current dates are required

Claims Made or Modified Occurrence is not acceptable

Total CGL amount should be $1mill

	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	UNITS		
	GENERAL LIABILITY X COMMERCIAL GENERAL CLAIMS MADE [X] OCCUR	123456789	01/01/16	01/01/17	GENERAL AGGREGATE	$	1,000,000
					PRODUCTS-COMP/OP AGG	$	1,000,000
					PERSONAL & ADV INJURY	$	1,000,000
					EACH OCCURRENCE	$	1,000,000
					FIRE DAMANGE (Any one fire)	$	50,000
					MED EXP (Any One Person)	$	5,000
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTO NON-OWNED AUTOS				COMBINED SINGLE LIMIT	$	
					BODILY INJURY (Per Person)	$	
					BODILY INJURY (Per Accident)	$	
	GARAGE LIABILITY	SAMPLE	ONLY		AUTO ONLY –EA ACCIDENT	$	
					OTHER THAN AUTO ONLY	$	
					EACH ACCIDENT	$	
					AGGREGATE	$	
	EXCESS LIABILITY UMBRELLA FORM OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	$	
					AGGREGATE	$	
C	WORKERS' COMPENATION AND EMPLOYERS' LIABILITY				WC STATUTORY LIMITS / OTHER		
					EACH OCCURENCE	$	
					EL DISEASE-POLICY LIMIT	$	
					EL DISEASE – EA EMPLOYEE	$	

This section should reference the event and date of event

DESCRIPTION OF OPERATIONS /LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

The City of Boulder is named as additionally insured as respects General Liability and Automobile Liability.
A waiver of Subrogation in favor of the City of Boulder applies to Workers Compensation

CERTIFICATE HOLDER

City of Boulder
3198 N. Broadway
Boulder, CO 80304

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED PLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25-S (1/95)

ACCORD CORPORATION 1998

Signed by the Broker or Insurance Company only